



# City of Tempe

## EXECUTIVE ASSISTANT TO THE CITY MANAGER'S OFFICE

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	564	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Manager	<i>Salary / Hourly Minimum:</i>	\$61,755
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$83,370
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Executive Assistant to the City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professional

### DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the City Manager's Office is distinguished from the Executive Assistant classification by the reporting relationship to the Senior Management Assistant in the City Manager's Office and the more complex, varied and confidential work assignments required within the City Manager's Office.

### REPORTING RELATIONSHIPS

Directly supervised by the Senior Management Assistant to the City Manager's Office.

May be assigned to perform work for the City Manager's Office, Budget Office, Economic Development Office, Strategic Management and Diversity Office and the Internal Audit Office. May exercise direct supervision and/or provide functional and technical direction over assigned administrative staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of responsible administrative or program-support experience, preferably in a public agency and/or supporting executive level staff.
<i>Education:</i>	Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, political science or other degree directly related to the duties of this classification.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of highly

responsible, confidential, and complex administrative duties in providing staff assistance to a Deputy City Manager and the City Manager's Office.

## DUTIES AND RESPONSIBILITIES

Job descriptions are not designed to include a comprehensive and specific listing of all duties or responsibilities required. The bullet points below provide a general summary of the types of duties and the level of responsibility required by this classification.

- Perform job duties properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times; maintain knowledge of current technologies necessary to perform assigned duties.
- Perform a variety of complex, responsible, and confidential administrative duties for the City Manager's Office and may provide additional administrative support for other City offices.
- Conduct surveys, collect information on operational and administrative problems, prepare comprehensive reports or manuals and compile or assist in the preparation of quarterly and annual reports. Write and prepare a variety of other correspondence and documents.
- Assist in the preparation of office and City budget documents; monitor office budget expenditures and complete required financial transaction documentation; may maintain petty cash fund; maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations;
- Serve as administrative support for various City Boards and Commissions; prepare meeting agendas and assemble background materials; transcribe minutes of meetings.
- Respond to and resolve a variety of requests or complaints from City employees or the general public requiring interpretation of City policies and procedures;
- Maintain calendars, schedule meetings; plan, schedule and coordinate special events with City departments or external organizations; schedule meetings and public appearances for the Office Directors; prepare minutes of meetings and transcribe as necessary; make travel arrangements.
- May coordinate recruitment processes with Human Resources and participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline if required.
- Prepare graphic presentations as required; may edit, format, design and maintain Web Pages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Coordinate the ordering and storage of appropriate supplies.
- Provide pro-active performance planning utilizing performance management tools.
- Perform other related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a busy, demanding and politically sensitive environment;
- May require working outside normal work hours at night and on weekends.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> <a href="#">City of Tempe, AZ : Competencies</a>		

## JOB DESCRIPTION HISTORY

*Effective December 2017*

*Revised September 2018 (Update distinguishing characteristics, reporting relationships, min quals, and job duties)*